

NARA Reentry and Post-Reentry Plan

July 18, 2022





CDC transmission levels have been replaced by community levels.

High Community Level ≥ 200 new cases and ≥ 10 new admissions per 100k or ≥ 10% of staffed in-patient beds or < 200 new cases and ≥ 20 new admissions per 100k or ≥ 15% of staffed in-patient beds	Medium Community Level ≥ 200 new cases and < 10 new admissions per 100k and < 10% of staffed in-patient beds or < 200 new cases and 10-19.9 new admissions per 100k or 10%-14.9% of staffed in-patient beds	Low Community Level < 200 new cases and < 10 new admissions per 100k and < 10% of staffed in-patient beds
<ul style="list-style-type: none">• Wear a mask indoors in public• Maintain improved ventilation in public indoor spaces.• Follow CDC recommendations for isolation and quarantine.• Consider screening testing for workplace exposures to COVID-19.• People who are immunocompromised or at high risk for severe illness should wear a mask and avoid non-essential public, indoor activities.	<ul style="list-style-type: none">• Maintain improved ventilation in public indoor spaces.• Follow CDC recommendations for isolation and quarantine.• Consider screening testing for workplace exposures to COVID-19.• People who are at high risk for severe illness should talk to their healthcare provider about whether to wear a mask or take other precautions.	<ul style="list-style-type: none">• Maintain improved ventilation in public indoor spaces.• Follow CDC recommendations for isolation and quarantine.• People who are immunocompromised or high risk for severe disease should have a plan for rapid testing if needed.



Occupancy and on-site work functions by CDC community levels.

Public health metrics	High Community Level	Medium Community Level	Low Community Level
Face coverings	Face coverings required indoors	Not required	Not required
COVID-19 testing	Required for unvaccinated	Required for unvaccinated	Not required
Physical distancing	Physical distancing required indoors	Physical distancing required indoors	Physical distancing required indoors
Occupancy limits	No facility-level occupancy limits; limits enforced in enclosed interior spaces, such as break rooms or elevators, only.	No occupancy limits.	No occupancy limits.
Research rooms	No occupancy limits; by appointment only.	No occupancy limits; by appointment only.	No occupancy limits; by appointment only.
Museum exhibits	No occupancy limits, no timed ticketing; NARA-run museum stores and food service closed; library exterior grounds open.	No occupancy limits, no timed ticketing; museum stores and food service open.	No occupancy limits, no timed ticketing; museum stores and food service open.
Volunteer program	No volunteer programs	Docents may return, but no other volunteers.	All volunteers may return



Occupancy and on-site work functions by CDC community levels.

Public health metrics	High Community Level	Medium Community Level	Low Community Level
Public programs	No in-person public programs.	In-person public programs permitted (virtual encouraged).	In-person public programs permitted (virtual encouraged).
On-site work	Staff may be required to work on site with notice.	Staff may be required to work on site with notice.	Staff may be required to work on site with notice.
Work schedules	On-site work hours based on employee work schedules. No national limits on on-site work hours per day or PP.	On-site work hours based on employee work schedules. No national limits on on-site work hours per day or PP.	On-site work hours based on employee work schedules. No national limits on on-site work hours per day or PP.
Telework	Telework authorized up to 5 days per week per NARA policy	Telework authorized up to 5 days per week per NARA policy.	Telework authorized up to 5 days per week per NARA policy.
In-person meetings	In-person meetings are prohibited.	In-person meetings are permitted.	In-person meetings are permitted.
Travel	No travel restrictions for employees without COVID symptoms or test results and with no recent close contacts.	No travel restrictions for employees without COVID symptoms or test results and with no recent close contacts.	No travel restrictions for employees without COVID symptoms or test results and with no recent close contacts.



Workplace safety procedures to protect your health and the health of others.

Face coverings and physical distancing	Assess your health before reporting for duty	Sign in and sign out of the facility each day	Disinfecting and cleaning
<ul style="list-style-type: none">• NARA staff, contractors, and public visitors will continue to follow CDC guidance and local public health orders for face coverings and distancing.• In High community levels:<ul style="list-style-type: none">- Face coverings are required for all facility occupants.- Meetings and conferences will be held virtually, including for on-site staff.- NARA will limit occupancy in elevators, break rooms, and lunch rooms.	<ul style="list-style-type: none">• All staff, contractors, and visitors will continue to take their temperature and assess their health every morning before visiting a facility.• Do not come to work if you feel sick.• Do not come to work if:<ul style="list-style-type: none">- You have COVID-19 symptoms;- You have tested positive for COVID-19; or- You have a close contact with someone with COVID-19, you are not up-to-date on vaccinations, and you haven't had COVID in the past 90 days.	<ul style="list-style-type: none">• All staff will continue to sign (or badge) in and out of the facility when working on-site, so we know who's on-site each day.• We will notify you if a person in your facility reports positive COVID-19 test results or symptoms.• If you had close contact (within 6 feet for 15 min. or longer) with a sick coworker, you will be notified; if you are not up-to-date on vaccinations and have not had COVID-19 in the past 90 days, you will be placed on quarantine (telework or weather & safety leave).	<ul style="list-style-type: none">• NARA will continue to provide gloves, disinfectant wipes, and hand sanitizer for all staff members.• Staff are encouraged to wipe down stack door handles, copiers, ladders, streamliners, and other common equipment before and after each use with disinfectant wipes.• Custodial contractors will continue routine disinfecting of hard surfaces and will follow NARA procedures for deep cleaning when needed.



Personnel policies to support increased occupancy at NARA worksites.

Expanded telework is NARA policy	Work schedules may be different	Amenities will be available, with limitations
<ul style="list-style-type: none">• All employees may request telework up to 5 days per week.• All positions are eligible for recurring telework.• Telework will be granted if it doesn't interfere with agency operations and the employee meets individual eligibility requirements.• Telework opportunities will increase over time. If limited or no telework is available now, it may be available in the near future.	<ul style="list-style-type: none">• Most employees will return to their pre-COVID work schedules.• Employees who changed work schedules due to COVID may stay on their new schedule or return to their old schedule.• All employees are eligible for maxiflex but must be available for on-site work on the hours and days that they are needed.• Staff might be assigned work that is different from their pre-COVID work.	<ul style="list-style-type: none">• Cafeterias and food services open and vending machines restocked, subject to vendors.• Water fountains will be available to refill bottles but not for drinking.• Fitness centers, gyms, and locker rooms will be open in Medium or Low community levels.• Exit screening is in place at most impacted facilities.• Face coverings are still required at all times on the A1/A2 shuttle.